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Instructions for Downloading and Using the Source Location Form
MS-Access Program
(For MS-Access 2000)

To download the Source Location Form easily, at the website, RIGHT CLICK on the MS-ACCESS 2000 program, and choose Save Target As. Give the file a name and location on your hard drive.

Start the program by either starting MS-ACCESS and then opening the file you downloaded, or by simply clicking on the file from My Computer or similar.

Read (or don't) the first screen, then click on Open Form.

Click on the forward button until you get to a blank entry form. Enter your data. Notice that there is a Help button. There is help for data entry (i.e. knowing what to put into a field), and help on the program. After you enter data you should click on Save to be sure your entries are saved.

When you are ready to export, click on the Database Window button at the very top of the screen (it looks like three files on top of each other).

Under the Objects list (left side of the screen), click on Macros.

An icon should appear on the screen that says Export.

Double Click on the icon. Despite what the message says, don't wait. Click on OK.

From the popup menu, choose Microsoft Excel from the list of file formats.

For the file name, use the watersystem number, as in 4910007.xls, or similar.

When it says Export Completed, click on OK.

Close out Access.

If you want to check your data, open the Excel file and make sure your new source records are in there.

E-mail the Excel file to Paul Collins (pcollins@dhs.ca.gov), along with a note that explains why you are submitting your data that way, rather than doing GPS. If you want, you can cc the note to Leah Walker (lwalker2@dhs.ca.gov), and I'll remind Paul to get the data entered.

SourceLocationFormInstructions.doc